

COMPENSATION & BENEFITS

ANNUAL SALARY: \$126,115 — \$190,886 (MAPP RANGE S15)
This position is subject to the provisions of the Management Appraisal and Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

BENEFITS: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes: Cafeteria Benefit Plan, Defined Contribution Retirement Plan, Deferred Compensation & Thrift Plan, 11 Paid Holidays, Generous Vacation and Sick Leave Benefits, and Flexible Work Schedules.

EXAMINATION CONTENT

This examination will consist of three (3) parts:

PART I: A qualifying evaluation of training, education, and experience to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the next test part.

PART II: A qualifying computerized assessment, covering Achievement, Practical Intelligence, Social Influence, Interpersonal, Self - Adjustment, and Conscientiousness.

PART III: A structured interview weighted 100% covering Leadership & Management, Supervision, Project Management & Budget, Negotiation/Oral Communication, and Human Resources Knowledge.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. Applicants must meet the Selection Requirements and achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

VACANCY INFORMATION

The resulting eligible register will be used to fill vacancies in various divisions of the Department of Human Resources in the County of Los Angeles.

ELIGIBILITY INFORMATION

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly. The names of successful candidates will be placed on the eligible register for a period of twelve (12) months following the date of promulgation.

SELECTIVE CERTIFICATION

In accordance with TITLE 5—PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, selective certification will be used for some positions that require special skills and/or training.

The Department of Human Resources will canvas the eligible register to identify candidates who have the following experience.

OPTION ONE

1. Master's degree or higher in Industrial/Organizational Psychology, Organizational Development, Instructional Design, Psychometrics, or a related field from an accredited college or university **AND**

2. Three years of professional human resources experience performing personnel research relating to personnel assessment, workforce development, training, organizational development, or a related field.

OPTION TWO

1. A Bachelor's degree from an accredited college or university **AND**

2. Five years of professional human resources experience performing personnel research relating to personnel assessment, workforce development, training, organizational development, or a related field.

Specific knowledge of the specialized functional areas will be assessed in the supplemental questionnaire and may be the subject of the departmental hiring interview.

[Click here to view the complete details of this announcement and to apply.](#)

APPLICATION AND FILING INFORMATION

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. You must complete and attach a word or PDF document responding to the supplemental questionnaire by the application deadline. IN YOUR APPLICATION AND THE ATTACHED SUPPLEMENTAL QUESTIONNAIRE, PLEASE INDICATE HOW YOUR PROFESSIONAL QUALIFICATIONS MEET THE AREAS INDICATED IN THE DESIRABLE QUALIFICATIONS. FAILURE TO PROVIDE COMPLETE INFORMATION INCLUDING DESCRIPTIONS OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE, COMPLEXITY AND LEVEL OF ACCOUNTABILITY SURROUNDING YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND CONTINUATION IN THE EXAMINATION PROCESS.

Fill out your application and supplemental questionnaire completely. The acceptance of your application depends on whether you have clearly shown that you meet the Selection Requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

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SENIOR HUMAN RESOURCES MANAGER





THE COUNTY

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five (35) major administrative units or departments that currently serve the needs of the County’s residents.

The County’s annual budget for fiscal year 2013-14 is \$25 billion, with funding for approximately 100,000 positions to serve its diverse population.

THE DEPARTMENT

The Department of Human Resources (DHR) is committed to providing innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce. To carry this out, DHR delivers services which include workforce planning; recruitment and selection; benefits administration; performance management; human resources program audit and compliance; development of Countywide policies and procedures; organizational and employee development; and Electronic Human Resources to automate the streamline various HR processes.

DHR also partners with line operations to provide an integrated approach to human resources management with centralized-decentralized balance.

The goal for DHR is to deliver the mission, vision and strategic direction of the County through its employees - the individuals who make the difference in providing services for the citizens of the County of Los Angeles. The department’s budget is over \$63 million, with 363 budgeted positions.

THE POSITION

The Senior Human Resources Manager directs the work of a division responsible for a major Countywide human resources function or operation in DHR to proactively meet the needs of the County and its workforce. Positions allocable to this class report to an Assistant Director in DHR or higher and have responsibility for directing a major division providing comprehensive human resources services to County departments and/or County employees, or directing a major, technically-complex, and high-profile human resources function or project having significant Countywide impact. Incumbents have responsibility for the management of a division that includes several program areas/sections or for directing specialized functional work groups in a large Countywide project. Responsibilities include overall development, implementation, and administration of Countywide programs, policies and procedures to successfully achieve strategic objectives and goals.

Essential Job Functions:

- Manages a major division or a major Countywide human resources project by planning, organizing, directing, and coordinating the division's work activities with other divisions, County departments, local, State and federal agencies, and contractors.
- Develops, implements, and administers Countywide programs, policies and procedures for various human resources functions and operations.
- Participates in long and short-term strategic planning by setting goals and objectives, project planning, and overseeing research and analysis.
- Conducts auditing of human resources programs and personnel practices.
- Plans, organizes, directs, supervises and evaluates, through subordinate staff, the work of the division.
- Provides orientation, training and supervision for subordinate staff assigned to the division.
- Plans and implements new and revised division policies and methods to coordinate and improve procedures in order to increase efficiency, reduce administrative costs, ensure departmental goals are met, and improve overall services.

- Initiates and manages a variety of human resources projects, studies and program reviews to evaluate and improve human resources programs, policies, rules and regulations; reviews draft reports, findings and recommendations for approval by the Director of Personnel or their designee.
- Consults and works collaboratively with Departmental Human Resources Managers and other department management staff, to continually evaluate the effectiveness of the division programs in meeting the specific human resources needs and strategic objectives.
- Develops and maintains liaison with a variety of Board offices, officials, agencies, unions, vendors and organizations on matters related to the work of the Department.
- May act for the Assistant Director, Human Resources in the latter's absence.
- Provides updates to upper management via written and oral reports on the status of work being performed to ensure that human resources services and programs are delivered in a safe, timely, efficient, and effective manner.
- Stays current with knowledge related to human resources management by attending professional conferences and in-service education programs, as well as by reviewing information obtained from Department memoranda, staff meetings and professional publications to attain and maintain human resources related knowledge and skills and determine the impact of developments and change on providing service excellence.

SELECTION REQUIREMENTS

Five years of *professional human resources experience in two or more major human resources functional areas such as recruitment, examination and selection; classification; compensation and benefits; training and orientation; discipline/advocacy; policy; human resources information technology; and employee relations.

Three years of the qualifying experience must have involved either:

- 1) Managing, through subordinate supervisors, one or more major human resources functions, or
- 2) Directly supervising a staff of senior human resources professionals assigned to complex program, functional areas or projects with an agency-wide impact.

Qualifying management and supervisory experience must have included, at a minimum, setting goals, assigning and reviewing work, writing performance evaluations, taking disciplinary actions, and counseling.

*A Bachelor's degree from an accredited college or university may be substituted for two years of the qualifying professional human resources experience.

DESIRABLE QUALIFICATIONS

- Bachelor's Degree or higher from an accredited college or university.
- Demonstrated leadership skills and abilities to develop and manage high performing, large, and complex human resources programs and projects and provide strategic direction in a unionized environment.
- Demonstrated experience in effectively directing, supervising, and evaluating the work of a variety of professional and technical personnel in administrative, human resources, and other support functions in both staff and line capacities.
- Demonstrated knowledge and experience in developing and/or improving programs including new or modified human resources programs, policies, and work methods for delivering effective human resources programs and services.
- Extensive knowledge and understanding of the application of human resources principles and practices of a large and complex human resources program.
- Demonstrated knowledge, skills, and abilities in applying the business and management principles involved in strategic planning, change management, resource allocation, human resources modeling, leadership techniques, production methods, and execution of business functions in order to meet organizational goals and objectives and evaluate accomplishments.
- Comprehensive knowledge of an expertise in interpreting Federal, State, and local labor and employment laws, and regulations, and ability to effectively apply them to public sector human resources related issues.
- Excellent interpersonal skills and customer service skills in interacting effectively with County department management staff, public officials, union representatives, other employee organizations, departments, and staff.
- Demonstrated experience in developing and implementing a strategic plan that promotes the vision, mission, and core values.
- Demonstrated experience in planning, developing, and preparing budgets, monitoring expenditures, and managing contracts in an organization.
- Demonstrated experience working with employees and employee groups on matters concerning personnel issues, problems, procedures, regulations, and grievances.
- Demonstrated experience in the utilization of technology to enhance human resources operations and services delivery.
- Professional Human Resources Certification or designation, i.e., International Public Management Association - Human Resources (IPMA-HR) or Society of Human Resources Management (SHRM), etc.